

Position: Office Manager

Hours: Full time (Monday to Friday, 9 to 5 PM) – in office

The Opportunity:

Working directly with the Vice President of Operations, the Office Manager will be responsible for:

Office Management:

- Coordinating major office projects and changes (upcoming office move, switching phone plans, renegotiating our employee benefits plan, etc.)
- Budgeting for the upcoming year
- Organizing team events & wellness activities
- First-level IT support for our team

Human Resources:

- Updating HR policies and procedures (handbook, memos, etc.)
- Maintaining HR records (approve education forms, document vacation requests, etc.)
- Writing job descriptions for new openings within the company
- Liaising with recruiters and applicants
- Screening resumes
- Conducting first-round interviews and reference checks
- Onboarding and offboarding employees (including desk and computer setup)

Office Administration:

- Keeping the office, kitchen, and garden tidy: watering the plants, emptying the dishwasher, tidying the boardroom after meetings, etc.
- Keeping the kitchen stocked; setting out snacks
- Ordering office supplies, printing, postage, gifts, etc.
- Registering team members for events
- Booking travel and lunch reservations for the team
- Liaising with property management and/or IT team when something stops working (or fix it on your own, if you can)
- Running errands: copies of keys, Canada Post, grocery store, etc.
- Occupational First Aid
- Worker Health & Safety Representative (WorkSafeBC)
- Acting as Fire Warden during fire drills

Reception / Executive Assistant duties:

- Greeting visitors and preparing coffee/tea for guests
- Answering incoming phone calls
- Preparing, accepting, and distributing mail and packages; arranging couriers
- Assisting our executive team as requested: vCards, calendar management, printing, scanning, banking, ordering, gifts, errands, etc.

The Candidate:

To thrive, applicants must be ethical, resilient, self-motivated, detail-oriented, and highly organized. They must also be able to communicate in the English language both verbally and in writing, and be trustworthy with confidential information.

In addition to these qualities, the ideal applicant will have:

- 5+ years' experience as an Administrator, Executive Assistant, Office Manager, etc.
- Bachelor's degree
- Experience with Adobe Acrobat, Microsoft Word, and Excel
- First aid certification
- Completion of WorkSafe BC Worker Health & Safety Representative coursework

About Us

Qualex-Landmark™, one of Western Canada's most respected development groups, has been building boutique award-winning residential and mixed-use properties for over 20 years. Our portfolio is defined by quietly iconic communities, born out of our highly detailed approach to development. With over 2,500 homes and 22 outstanding communities built to date, our uncompromising commitment to quality construction and innovative design has cemented our reputation as a trusted developer. We are a company focused on growth and have built a philosophy of doing the right thing with a humanistic approach.

To Apply:

Individuals meeting the criteria above are asked to submit their resume with cover letter in PDF format via email to careers@qualex.ca.

While we thank all candidates for their interest, only select individuals will be contacted for follow-up.